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ADMINISTRATIVE-INTERNAL USE ONLY

Executive Registry
77-6585

ES 77-3
9 March 1977

MEMORANDUM FOR: See Distribution

FROM : B. C. Evans
Executive Secretary

SUBJECT : Appointments with Admiral Turner

1. This memorandum establishes procedures for scheduling appointments with Admiral Turner. The procedures are as follows:

a. Each Directorate and Independent Office Head will ensure that all requests for appointments with Admiral Turner are channeled through their immediate office.

b. Each Directorate and Independent Office Head will identify a person(s) who will be responsible for transmitting a request for an appointment with Admiral Turner and forward the same to the Executive Secretary.

c. Only the designated person(s) responsible for transmitting a request for an appointment will be authorized to contact Admiral Turner's appointment chief.

d. [redacted] is Admiral Turner's appointments chief. He is located at the Old Executive Office Building (EOOB) and can be contacted on [redacted]

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e. Designated person(s) from each Directorate and Independent Office will contact [redacted] as soon as possible in advance of the requested appointment. [redacted] will schedule the appointment, checking his calendar every evening with Admiral Turner. It will be assumed that all appointments are fixed unless [redacted] advises otherwise.

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2. Exceptions to the above procedures will be allowed only for urgent appointments which must be held on the day they are requested. In each case, only the designated person(s) will call [redacted] who can be reached in Admiral Turner's office in the OEOB on Tuesdays and Fridays. On Mondays, Wednesdays and Thursdays [redacted] can be reached at Headquarters, where Admiral Turner will be located on those days.

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3. Request that each Directorate and Independent Office Head provide the name(s) of the designated person(s) to the Executive Secretary as soon as possible.

[redacted]

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B. C. Evans

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✓GC
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IG
✓Comptroller
✓Asst/DCI
AO/DCI
✓D/EEO

Info: CDR McMahon

[redacted]

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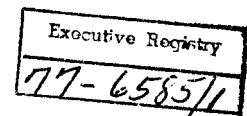
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10 March 1977

MEMORANDUM FOR: B. C. Evans
Executive Secretary

SUBJECT : Designated Persons for Making Appointments
with Admiral Turner

The National Intelligence staff designates the following
officers:

Richard Lehman



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Executive Officer, DCI/NI

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Executive Registry
77-0585/2

OLC 77-0868/A

10 March 1977

MEMORANDUM FOR: Mr. B. C. Evans
Executive Secretary

FROM: Mr. George L. Cary
Legislative Counsel

SUBJECT: Appointments with Admiral Turner

REFERENCE: Your Memo, dtd 9 March 1977,
Same Subject

I hereby designate [redacted] Executive
Assistant, Office of Legislative Counsel, as the person in
OLC responsible for transmitting requests for appointments
with Admiral Turner. In the event [redacted] is on leave,
[redacted] is designated as her alternate.

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[redacted]
George L. Cary
Legislative Counsel

S E C R E T

Executive Registry

77-6585/3

DD/O 77-2079
10 March 1977

MEMORANDUM FOR: Executive Secretary

FROM : William W. Wells
Deputy Director for Operations

SUBJECT : Appointments with Admiral Turner

REFERENCE : Executive Registry 77-6585 (ES 77-3),
9 March 1977, Same Subject

[redacted] is the individual designated in the 25X1
Office of the DDO to coordinate all requests for appointments
with Admiral Turner which originate in the Directorate for
Operations. In [redacted] absence, these appointment re- 25X1
quests will be handled by [redacted] 25X1
telephone extensions are [redacted] 25X1
can be reached on [redacted] 25X1

[redacted] 25X1
William W. Wells

Distribution:

Orig & 1 - Addressee
1 - CDR McMahon
1 - [redacted] 25X1
1 - [redacted]
1 - [redacted]
1 - All DDO Divisions
& Staffs, w/att.

[redacted] 25X1

S E C R E T

Executive Registry

77-6585/4

10 March 1977

MEMORANDUM FOR: Executive Secretary

FROM: Anthony A. Lapham
General Counsel

SUBJECT: Appointments with Admiral Turner

REFERENCE: Your Memo to Multiple Addressees, dated 9 March 1977,
Same Subject

The General Counsel and Deputy General Counsel STAT

or any person acting in these capacities in the absence of the General Counsel or
Deputy General Counsel, are hereby designated as the OGC officials responsible
for initiating requests for appointments with Admiral Turner, and forwarding
such requests to in accordance with procedures STAT

in the referenced memorandum. STAT

Anthony A. Lapham

Executive Registry

77-6585/5

10 March 1977

MEMORANDUM FOR: B. C. Evans
Executive Secretary

FROM : Director, Equal Employment Opportunity

SUBJECT : Appointments with Admiral Turner

REFERENCE : Your memorandum (ES 773), same subject,
dated 9 March 1977

[redacted] is designated as the person responsible for transmitting requests from the Office of Equal Employment Opportunity for appointments with Admiral Turner. In [redacted] absence, [redacted] will be the responsible person. STAT

Omego J. G. Ware, Jr. STAT
Director
Equal Employment Opportunity

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